**UK General Data Protection Regulation /**

**Data Protection Act 2018**

**Subject Access Request Form**

The right of access, or subject access request, gives individuals the right to obtain a copy of their personal data. You are only entitled to a copy of your own personal information, unless you are acting on behalf of someone else.

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| **Section 1 – Person to whom the information relates (the data subject)** |

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| **Title** *(please tick)* | **Mr** |[ ]  **Mrs** |[ ]  **Miss** |[ ]  **Ms** |[ ]  **Other** |[ ]
| **Full Name** | Click here to enter text. |
| **Former / Other Names** | Click here to enter text. |
| **Date of Birth** (dd/mm/yy) | Click here to enter a date. |
| **Current Address** | Click here to enter text. |
| **Postcode** | Click here to enter text. |
| **Telephone Number** | Click here to enter text. |
| **Email Address** | Click here to enter text. |

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| **Proof of Identity** |
| Any records the Council is able to disclose cannot be released until we have confirmed the identity of the data subject. Photocopies / scanned copies are accepted.**I enclose a copy of one of the following as proof of the identity of the data subject:**[ ]  Passport[ ]  Driving Licence[ ]  Birth Certificate[ ]  Bank Statement / Credit Card Statement[ ]  TV Licence |

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| **Section 2 – Are you the data subject?** |

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| **Is the requested information about you (are you the data subject)?** |
| [ ]  No, the information is not about me *(go to section 3)* [ ]  Yes, the information is about me *(go to section 4)* |

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| **Section 3 – Person (agent) acting on behalf of the data subject** |

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| **Title** *(please tick)* | **Mr** |[ ]  **Mrs** |[ ]  **Miss** |[ ]  **Ms** |[ ]  **Other** |[ ]
| **Full Name** | Click here to enter text. |
| **Current Address** | Click here to enter text. |
| **Postcode** | Click here to enter text. |
| **Telephone Number** | Click here to enter text. |
| **Email Address** | Click here to enter text. |

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| **What is your relationship to the data subject?** |
| [ ]  Parent[ ]  Carer[ ]  Legal Representative[ ]  Other *(give details)* Click here to enter text. |
| **If the data subject is under 16, do you have parental responsibility for them?** |
| [ ]  Yes[ ]  No |
| **Do you have legal authority to request the data subject’s personal information?** |
| [ ]  Yes[ ]  No |
| **Please provide proof that you are legally authorised to act on the data subject’s behalf.** |
| [ ]  Letter of Authority[ ]  Power of Attorney[ ]  Evidence of parental responsibility[ ]  Other *(give details)* Click here to enter text. |

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| **Section 4 – The information you want to see** |

The Council uses personal information for many purposes. Please help us to deal with your request quickly and efficiently by giving as much detail as possible about the information you want; provide reference / account numbers and any other details which may help us to locate your information (e.g. date range of information requested, specific data required, etc.).

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| **Information Source:** |
| **Council Tax** | Click here to enter text. |
| **Benefits (Housing or Council Tax)** | Click here to enter text. |
| **Housing (Tenants)** | Click here to enter text. |
| **Housing Options and Advice** | Click here to enter text. |
| **Planning and Coastal Management** | Click here to enter text. |
| **Environmental Services** | Click here to enter text. |
| **Other** *(please explain)* | Click here to enter text. |
| **Any other information relevant to your request** *(i.e. date range of requested information, officers contacted, etc.)* | Click here to enter text. |

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| **Section 5 – Access to information** |

We must supply the requested information to you without undue delay and within one month, from the date we receive your request and proof of your identification. If the request is complex, we may extend this deadline, but we will inform you of this within one month.

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| **How would you like to receive a copy of the information?** |
| [ ]  Hard copy via recorded delivery post[ ]  Electronic copy via secure email[ ]  View the information at the council offices |
| **Do you have any special needs when viewing the information or in the format it is provided in?** |
| Click here to enter text. |
| **Section 6 – Declaration** |

I confirm that the information given on this form to East Suffolk Council is true, and I understand that the Council may need more information to confirm my identity / that of the data subject and to locate the information that I am requesting.

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| **Signature** | Click here to enter text. | **Date** | Click here to enter a date. |

**Warning: making a false statement in a Subject Access Request or making a fraudulent application for such access may constitute a criminal offence.**

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| **Section 7 – Checklist and Your Rights** |

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| **Have you…** |
| [ ]  Enclosed proof of identity of the person the information is about (the data subject)? *(see Section 1)*[ ]  Enclosed proof of authority to act on behalf of the data subject (if required)? *(see Section 3)*[ ]  Given enough details to enable us to locate the information you require? *(see Section 4)*[ ]  Signed and dated the declaration? *(see Section 6)*[ ]  Completed all sections of this form (Section 3 is only to be completed by a person acting on behalf of the data subject)? |

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| **Once complete, send your form and proof of identity to:** |
| **Email** | dataprotection@eastsuffolk.gov.uk |
| **Post** | Data Protection Officer, East Suffolk Council, East Suffolk House, Riduna Park, Station Road, Melton, Suffolk, IP12 1RT |
| **Telephone** | 01394 444488 |

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| **Your Rights** |
| The Council is committed to supporting your rights as a data subject. For more details of how we handle your personal information, your rights as a data subject, and how to make a complaint, please read the Council’s corporate privacy notice (<http://www.eastsuffolk.gov.uk/yourcouncil/access-to-information/the-general-data-protection-regulation-and-data-protection-act-2018/privacy-notices/>) |